

**POSTING DATED:** March 11, 2020

**STAFF POSITION:** Administrative Assistant

**DIVISION/OFFICE:** Business Affairs/Office of Financial Aid

**REPORT TO:** Director of Financial Aid

**RESPONSIBILITIES:** To assist the Director of Financial Aid in filing and tracking student performance and records, and to render efficient clerical and data collection activities. Applicant must be proficient in computer skills and office automation and must possess a personable attitude and experience to interact with students.

**QUALIFICATIONS:** Must have an Associate's Degree in Office Automation or related field and two years of general office experience.

**DEADLINE/CLOSING DATE:** N/A

**OPEN UNTIL FILLED:** Open Until Filled

**APPLICATION PROCEDURE :** Submit a letter of application, personal resume, three letters of recommendation (must be mailed) and official academic transcripts to: Director of Human Resources, Morris College, 100 W. College St., Sumter, SC 29150-3599. Morris College is an Equal Opportunity/Affirmative Action employer.

1. [Download and print the Application form.](#)
2. Fill-out the form.
3. Mail the form to Morris College

**EEO STATEMENT:** Morris College is an Affirmative Action, Equal Opportunity Employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.